

**INSTRUCTIONS FOR PREPARATION OF TIME AND ATTENDANCE
REPORTS, RELATED PAYROLL REPORTS AND DOCUMENTS,
AND DISTRIBUTION OF SALARY CHECKS**

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(Effective - 12 July 1959)

1. GENERAL

Detailed instructions are set forth herein for the preparation of Time and Attendance Reports, Form 20, and related payroll documents. These instructions are intended for the use of Administrative Officers and individuals designated to maintain Time and Attendance Reports. Personnel for whom T and A's are maintained should refer their questions on pay and leave to the Administrative Officers and T and A Clerks before referring the questions to Headquarters. Documentation, questions, revised W-4's for tax exemptions, etc., referred to Headquarters should include reference to the employee's payroll number which will be found on both the Time and Attendance Report Control List and the Employee Statement of Earnings, Deductions, and Leave Balances. In addition to the employee receiving a statement of his current leave balances, the administrative office will be provided with a machine listing of such leave balances each pay period.

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2. TIME AND ATTENDANCE REPORT CONTROL LIST

- a. A Time and Attendance Report Control List of names of employees will be furnished at the end of each pay period and usually at the same time payroll checks for the previous pay period are distributed each pay day. This list gives the names of all employees who were on the payroll for the single pay period concerned. Employees on this list are referred to herein as employees "of record". The T & A Clerk responsible for utilizing, amending, and returning this Control List will add a notation on the list after any name for whom there is no T & A Report to be returned, indicating data as appropriate, such as separation, date, etc. When the names of employees who have newly entered on duty or have recently transferred to the [redacted] are not on the printed list, the T & A Clerk responsible for the list will add the names at the end of the list. All T & A Reports must be checked against this list upon completion of the pay period. Also, the total at the end of all names listed thereon shall be corrected to reflect the total number of Time and Attendance Reports, Forms 20 (MANILA and YELLOW) which are actually being forwarded to Headquarters. Supplemental or amended T & A Reports are not to be included on the list or in the total number.

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- b. All Control Lists, together with the related T & A Reports, must be delivered to Headquarters' payroll office not later than 1200 hours on the Tuesday immediately following the end of each biweekly pay period.

3. TIME AND ATTENDANCE REPORTS - GENERAL

- a. Time and Attendance Report, Form 20, will be used for reporting time and attendance for employees paid by Headquarters. The MANILA Form 20 will be used to report time and attendance for each individual "of record". The YELLOW Form 20 will be used to report time and attendance for new employees not yet "of record" and to make supplemental or amended reports of time and attendance for employees of record. The MANILA Form will be provided to the Time and Attendance Clerks with basic information preprinted thereon, but the YELLOW Form must be filled out completely by the Time and Attendance Clerks. Blank copies of the YELLOW Form may be obtained from Headquarters.

4. PREPARATION OF TIME AND ATTENDANCE FORM 20 (MANILA)

- a. The MANILA Form 20 will be preprinted with names for all employees "of record" as shown on the Time and Attendance Report Control List. The Time and Attendance Clerk will post daily to the Time and Attendance Report, Form 20, to show regular time and extra time worked, time absent, and add any remarks necessary or appropriate. Remarks should be made on the reverse side of the form and attention directed to them by printing "OVER", just above the signature of the timekeeper. The Form 20 (MANILA) shall be completed as follows:

(1) Time in Pay Status: Record whole hours of time in pay status in the appropriate column.

(a) From and To: Show inclusive period for any time worked other than during the regularly scheduled tour of duty. If the employee is assigned to an irregular tour of duty, show the hours of his tour on the reverse side of the form.

(b) R/T: Record all whole hours of "regular time", for which the employee is to be paid. Manually write the figure "8", or other number of hours as appropriate, for each regularly scheduled work day of each pay period. Regular time in pay status for each biweekly pay period will normally total 80 hours. This total is subject to reduction by (1) any known LWOP, such as an employee taking leave (other than sick) during his first 90 days, (2) days not worked, such as a new employee reporting after the beginning of

a pay period, or (3) an employee terminating prior to the end of a pay period. Periods of leave (regardless of type) for which the individual WILL BE PAID do not reduce the number of hours of regular time in pay status to be reported. The importance of entering each day the correct number of hours of all time worked and time absent is stressed as a very vital part of the time and attendance reporting process.

- (c) O/T: Record all whole hours of overtime work performed for the period for which the employee is to be paid. A break of at least $\frac{1}{2}$ hour normally should be taken when an employee is working more than four hours immediately following a regularly scheduled tour of duty, or when working more than six hours on his regular day off. (Overtime hours reported will be used by the payroll clerk when necessary, to make up 40 hours of regular time in a work-week.)
- (d) N/D: Record all whole hours of work performed between 1800 and 0600 hours during a regularly scheduled tour of duty as night differential. General Schedule (GS) employees are paid night differential for only those hours in pay status between 1800 and 0600 hours which are within their regularly scheduled tour of duty and will be paid N/D when there is less than eight hours of leave with pay used during the two week pay period. When a GS employee is absent eight hours or more, during the pay period, he will be paid N/D for only those night differential hours actually worked.

UNGRADED employees who work a regularly scheduled tour of duty of which four or more hours are between 1800 and 0600 hours, will be paid for eight hours of N/D for each day in pay status; if at least half of the tour does not fall between 1800 and 0600 hours, they are paid no N/D. An UNGRADED employee who takes leave with pay during a tour for which he would be due N/D will be paid the N/D as if he had performed duty during the leave with pay.

- (e) H/T : Record as holiday time the whole hours worked by the employee on a holiday which are within his regular tour of duty, not to exceed 8 hours. Show inclusive hours under "From and

To" for all holiday time worked. Time worked by the employee outside of his regular tour of duty on a holiday shall be recorded as O/T. (For employees assigned to a work week other than Monday through Friday when neither of the non-work days is actually a Sunday, the first day off is in lieu of their Saturday and the second day off is in lieu of their Sunday. A holiday falling on their Sunday or on a non-work day designated as in lieu of their Sunday will be observed on the next work day as if it was a Monday.)

- (1) **C/T:** Record all whole hours of overtime work performed for which it has been determined that the employee will be granted compensatory time off, rather than be paid overtime compensation. Credit for compensatory time cannot exceed the number of hours overtime an employee would be entitled to be paid for as overtime.
- (2) **ABSENT:** (From and To). Omit, as this information is not required.
- (3) **TIME ABSENT:** Record whole hours of absence in the appropriate column. Explain on the reverse side of the form any absences reported in the "Other" column. Any absence reported as LWOP will proportionately reduce the number of hours reported as R/T. Refer to regulations for special documentation required for military leave, court leave, advanced leave, AVOL, etc., and see that appropriate copies of such documents are forwarded to the Headquarters payroll office at the same time the Time and Attendance Reports are delivered. Approvals of advanced leave must be applied for and delivered promptly to ensure that the employee is not charged LWOP.
- (4) **INITIALS:** The employee shall initial opposite all entries showing absences as an acknowledgement that all leave has been posted correctly. Sick leave for less than three work days should be initialed on the report, the same as for annual leave. The employee's initials for sick leave also constitute the employee's certification as to his incapacity for duty. Employees shall initial on the T & A Report for all sick and annual leave whenever possible and use SF-71, Application for Leave, if the employee is unavailable for initialling, or for some other reason. When sick leave is in excess of three consecutive work days, a Standard Form 71, Application

for Leave, must be completed and be signed by the employee if he did not initial the T & A Report for the period of absence. Also, the doctor's certificate must be completed on the reverse side of SF-71 by a physician or practitioner or a separate statement provided in lieu thereof. If a doctor's certificate is not furnished, an explanatory statement must be provided to show the reason for failure to secure such certificate. Annual leave and LWOP should be applied for in advance. When annual or sick leave extends into a subsequent reporting period, employees should initial, when appropriate, each report on which the extended leave is recorded, or a Standard Form 71 will be required. When LWOP is taken for an extended period, the SF-71 must be submitted. If an employee is unable to apply for leave in person or to initial the report, SF-71 must be used and an appropriate notation made on the Time and Attendance Report to indicate that "SF-71 will follow."

- (5) **PAY PERIOD TOTALS:** Enter the total for each applicable column. Normally, total regular time (R/T) will be 80 hours, reduced by any known charge of LWOP. (Annual or sick leave may be converted to LWOP by the payroll clerk if the individual does not have sufficient leave credits.)
- (6) **CERTIFIED CORRECT:** Prior to sending the reports to Headquarters, the authorized Supervisor or Timekeeper shall examine each T & A Report to be certain that it has been completed accurately, that all forms or documents necessary are prepared, and all required initials of the individual employees are provided, then certify the form. Reports which require correction or additional information may have to be returned for corrections. The importance of these reports in relation to an individual's pay and leave cannot be over-emphasized. The Time and Attendance Clerk and the Supervisor have a very real responsibility to each individual under their jurisdiction to see that proper reports are made each pay period.

5. **PREPARATION OF TIME AND ATTENDANCE REPORT FORM 20 (YELLOW)**

- a. The YELLOW Form 20 will be used for reporting time and attendance for employees who have just entered on duty (EOD) for whom a Form 20 (MANILA) has not yet been pre-printed and furnished and whose name consequently is not on the Time and Attendance Report Control List. The Time and Attendance Clerk will type the basic information on the Form 20 (YELLOW) report in the appropriate spaces

showing the employee's name (first name, middle name or initial, and last name), pay period ending date, and the allotment number. Other details of the report of hours worked and any absences will be made in accordance with the detailed instructions for preparation of Form 20 MANILA under paragraph 3 above. If the new employee does not work a full pay period, the R/T hours will begin with the employee's entrance on duty date.

- b. The YELLOW Form 20 will also be used to prepare amended Time and Attendance Reports when it is necessary to correct or change information previously furnished to Headquarters. Show the employee's name and employee payroll number on the Form 20 YELLOW exactly as they are shown on the payroll records. Complete the form to show ALL details of work or absences exactly as they should have been reported for the entire period, not just the correction or change. When used for this purpose, write "AMENDED" in the blank space below the signature of the Supervisor or Timekeeper. Place any explanatory statements or remarks pertinent to the amendment on the reverse side of the form and indicate "OVER" immediately above the signature. See regulations on hours of duty for additional information on supplemental or amended reports. Forms 20 YELLOW used for amendment or supplement should NOT be added to the Time and Attendance Control Report List, but should be submitted to Headquarters with the batch of regular T & A Reports. Form 20 MANILA is NOT acceptable for amendment or supplement.

6. TIME AND ATTENDANCE REPORTS FOR EMPLOYEES TRANSFERRED OR RESIGNING

- a. When an employee transfers from or to another component the individual responsible for maintaining the T and A Report Control List shall correct the list to show the addition of the transferred employee's name, or the discontinuance of the name, as appropriate. If a preprinted T and A Report is not available to the receiving component, use Form 20 YELLOW for the new employee as instructed in paragraph 5a.
- b. T and A Reports for employees transferring or resigning should have their T and A Reports completed by their respective T and A Clerks through the last day of duty

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7. ASSEMBLING DOCUMENTS FOR TRANSMITTAL TO HEADQUARTERS

- a. The Time and Attendance Reports Forms 20 MANILA shall be arranged by the Time and Attendance Clerk in employee number sequence, which will be the same order as the

employees are listed on the Control List. Forms 20 YELLOW for new employees not previously of record will be arranged at the END of the batch in the same sequence as their names have been added to the Control List. Amendments and supplements will be placed at the back of the entire group of reports. Use protective cards at front and back of each batch of the forms, in the same manner in which they are delivered. Use RUBBER BANDS OR STRING FOR BUNDLING. DO NOT FOLD, STAPLE ANY ATTACHMENTS THERE TO, OR OTHERWISE MUTILATE THE FORMS. Forward all SF-71's, Application for Leave, and other pertinent documentation with the appropriate batch of T & A Reports. All individual T & A Reports, and supporting documents, plus the Control List shall be delivered to Headquarters at the same time.

3. DUE DATE FOR PAYROLL REPORTS TO HEADQUARTERS

- a. All T & A Reports and Control Lists, plus all supporting documentation are due in the Headquarters' payroll office by 1200 hours on the Tuesday immediately following the end of each pay period. When reports have not been received by the specified time it may be necessary to delay salary payments to employees for whom no reports have been received.

9. GRANTING LEAVE TO NEW EMPLOYEES

- a. The date shown on Form 20 MANILA, under the heading "End 90 Day Period", indicates the waiting period for new employees. Annual leave cannot be granted prior to this date. Leave taken prior to this date, other than sick leave, will be entered by the Time and Attendance Clerk as LWOP with an appropriate adjustment in the R/T hours. Sick leave taken by a new employee which exceeds his available balance will be converted to LWOP by the payroll clerk at Headquarters.
- b. Employees transferring from another Federal agency are usually entitled to a transfer of leave credits; however, leave transcripts do not always reach the Headquarters' payroll office promptly. Pending receipt of a leave transcript, the records of the payroll office reflect only the amount of leave credited to the individual since his date of entrance on duty. In order not to inconvenience the employee, and because there is insufficient time to trace the leave transcript, up to TEN actual working days of sick and/or annual leave will be honored for those employees for whom it has been established that leave is to be transferred from another agency. In such cases, the employee must submit a statement, attesting to the fact that he has a sufficient amount of leave available subject to transfer and give the name and address of the Federal

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agency from which the transcript will be forthcoming. Such statements must be approved by office heads, or their designated representatives, and forwarded to Headquarters with the Time and Attendance Reports for the period during which leave is FIRST taken, or earlier if possible.

10. DISTRIBUTION AND HANDLING OF SALARY CHECKS

Salary checks will be distributed to the officially designated Payment Clerk [REDACTED]. A payroll list containing the names of employees will accompany each group of checks. The payroll list signed by the Payment Clerk to evidence receipt of checks and delivery to the listed employees must be returned to Headquarters by the close of business the second workday following delivery of the checks to the Payment Clerk. Undelivered checks, accompanied by a memorandum stating the reason for non-delivery, must be returned at the same time. The Payment Clerk must exercise care in the handling of checks in order that they will not become lost.

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